

## $\frac{\text{APPLICATION FOR ADDITIONAL BRANCH}^* \operatorname{LOCATION} \operatorname{OR PROGRAM\ AT}}{\operatorname{ADDITIONAL\ LOCATION}}$

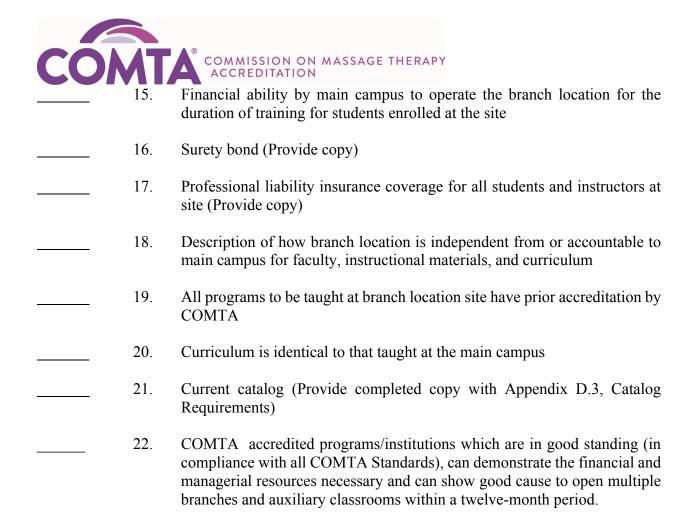
\* Definition: An additional location geographically apart from the main campus at which the institution offers a comprehensive, on-site administrative and support services separate from the main campus, which offers the complete educational institution/program or institution/programs under the direction of the parent institution

Branch Information
Name of Institution
Street Address
City, State, Zip
Telephone Number ( )
Contact Person (At Branch S
Main Campus Information
Name of Institution
Street Address
City, State, Zip
Telephone Number ()
Contact Person
I hereby certify to be accurate the information in this application and all attached materials. I grapermission for COMTA to contact any organization listed in this application or the attach materials. I authorize all organizations listed herein to release the information requested COMTA.
Name of Owner
Signature of Owner_
Date



## CHECKLIST FOR BRANCH LOCATION

Please indicate if the following requirements have been met by answering yes, no or N/A. For all no or N/A answers, provide numbered explanations on separate sheets. An executed lease agreement for the location (Provide copy of lease) 1. 2. Adequate space for projected enrollment (Provide floor plan with dimensions and enrollment projections; indicate maximum number of students per room) 3. Sufficient equipment for enrollment projections (Provide list of equipment with quantities) 4. State license or letter of exemption (Provide copy of license or letter) Proof of ownership consistent with that of the main campus (Provide copy) 5. 6. Business license (Provide copy) 7. Health certificate (Provide copy) Fire safety certificate (Provide copy) 8. 9. Personnel to manage the site (Provide names, job titles, and Appendix D.8 for administrative personnel) 10. Personnel to instruct the program at the site (Provide names, job titles, and Appendix D.7 for instructional personnel) 11. Reviewed or audited financial statements for past two (2) fiscal years (Provide copies) 12. Budget (Provide copy) Business plan for branch location including enrollment projections and 13. revenue projections (Provide copy) Operational manuals for policies and procedures that are fully consistent with 14. the main campus (Provide copy that covers the areas of recruitment, admission, financial aid, instruction and placement)



Provide additional comments as necessary on separate sheets.

## Branch Location Fees

Fees must be submitted prior to on-site visit (See Appendix A.3, Fee Schedule)

A branch can go through an accreditation process prior to the renewal date for the main program. The term of accreditation for a branch is limited to the end date of the main program and will be revisited at the next renewal cycle of the main program.